

**VISITATION INFORMATION FOR IMPERIAL POTENTATE 2003-2004**

**M. BURTON OIEN AND LADY SHARON**

NAME OF TEMPLE, ASSN., EVENT: TUNIS #179 + INTER LEGION OF HONOUR

CITY OTTAWA STATE ONTARIO COUNTRY CANADA

Arrival date MAY 20/04 (Flight Schedule to be provided later.) DELTA 4600

Departure date MAY 23/04 (Flight Schedule to be provided later.) DELTA 4596

HOTEL NAME LORD ELGIN

*Note: The following hotel address is used for UPS or express mail use --must have exact package delivery address:*

Hotel UPS Street Address: 100 ELGIN ST City OTTAWA

State ONT Zip K1P 5K8 Hotel Ph: (613) 235-3333 ; FAX: ( )

o Hotel Room Accommodation: Non-smoking. (Please put reservation in BOTH of their names to avoid problems in mail delivery and check-in, etc., as sometimes Lady SHARON may be arriving separately.) Advance check-in requested.

Name of Aide, if any: RICHARD (DICK) ABRAMS Title(P.P.,etc.) POTE Lady's Name NANCY

Address: RR NO 3 4597 Hwy 214 City GANANOQUE State ONT

Zip K7G 2V5 Ph: (613) 382-2570 ; Fax: (613) 1729-3545 Email: NR ABRAMS@KINGSTON.NET

**CONTACT PERSON/COORDINATOR FOR THIS VISIT IS:**

Name WILLIAM (BILL) COOK Title RECORDER Lady's Name Joyce

Address: 6152 OTTAWA ST PO BOX 76 City RICHMOND State ONT

Zip K0A 2Z0 Ph: (613) 838-8381 ; Fax: (613) 1729-3545 Email: -

**NOTE: LADY SHARON WILL BE WITH IMPERIAL SIR OIEN UNLESS OTHERWISE NOTIFIED.**

Airline schedule or other mode of travel will be provided as soon as information is available just prior to his visit—please call if you do not receive timely. Refer to attached sheets for additional information.

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**PLEASE RETURN THIS PAGE AS SOON AS POSSIBLE, EVEN BEFORE ATTACHED SCHEDULE IS COMPLETED, AS IT IS NEEDED FOR PLANNING PURPOSES. PLEASE COMPLETE THE ATTACHED VISITATION SCHEDULE AND RETURN AS SOON AS YOUR SCHEDULE IS DETERMINED AND AT LEAST 4 WEEKS PRIOR TO VISIT IF POSSIBLE (CHANGES CAN BE MADE AS NECESSARY). THANK YOU.**

Please FAX copy to: Helen Roset @ 813, 281-7103

and Mail all original forms to:

Helen Roset, Sr. Exec. Asst.

Shriners Int'l. Headquarters

P. O. Box 31356

Tampa, FL 33631-3356

Mail copy to:

M. Burton Oien

7832 East Ebola Ave.

Mesa, AZ 85208

# FUNCTION SCHEDULE FOR IMPERIAL POTENTATE M. BURTON OIEN AND LADY SHARON - 2003-2004

OF TEMPLE/ASSN./ORGANIZATION: TWNIS #179 & INTER LEGION OF HONOUR [Guestimated Average Temp.: Daytime 20° C ; Night 10° C

association or other meetings, attach published men and ladies' programs and any other information. Please also provide your Temple Directory—if you do not have a copy, please include a list of names of officers and their ladies, dignitaries, etc..

CTION SCHEDULE FOR IMPERIAL SIR BURT [If schedule is same as for lady Sharon, be sure to include clothing for her; or do separate schedule below for her THAT CLOTHING INFO IS VERY, VERY IMPORTANT, AS THEY MAY HAVE OTHER VISITATIONS TO MAKE, AND THEY MUST PACK ACCORDINGLY - PLEASE BE DESCRIPTIVE. e give time they will be picked up from the hotel for each function, time of function, and the function they will be attending, and full description of proper attire for both

& Day /1 - Mon.)	Pickup Time From Hotel	Function Time	Type of Function	Location of Function	Attire: be very specific: (tuxedo, suit, no tie, etc.; long dress, pant suit, etc.):	FEZ (Yes/No)
ay May 21	8:45 AM	1 Hr	BREAKFAST	CITY HALL	CASUAL (SUIT OR JACKET)	NO
ay May 21	11:30 AM	1 1/2 Hr	LUNCHEON	AIR FORCE MESS	SUIT OR JACKET + TIE	NO

Continue on 2<sup>nd</sup> sheet if needed.

## CTION SCHEDULE FOR LADY SHARON :

& Day /1 - Mon.)	Pickup Time (a.m./p.m.)	Function Time	Name of Function	Location	Attire: Pls. be specific: Dressy or casual: dress or pant suit; LONG or SHORT dress; dress or casual
y May 21	10:00 AM	OPEN	SHOPPING + SITE SEEING		CASUAL SLACKS

: Last function for their visitation will conclude about 3:00 o'clock, P. M. [(a.m.) (p.m.)], on date: MAY 22 / 04  
Continue on 2<sup>nd</sup> sheet if needed. (Please complete and return with attached Visitation Information Form as soon as possible. Thank you.)